

**SUBMITTAL TO THE BOARD OF DIRECTORS OF THE  
REDEVELOPMENT AGENCY  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

515



**SUBMITTAL DATE:**  
October 20, 2011

**FROM:** Redevelopment Agency

**SUBJECT:** RDA Resolution Number 2011-035, Adoption of the Relocation Plan and Replacement Housing Plan for the North Hemet Housing Project, District 3

**RECOMMENDED MOTION:** That the Board of Directors:

1. Adopt RDA Resolution Number 2011-035, adoption of the Relocation Plan for the North Hemet Housing Project;
2. Ratify the assumption of all existing leases on the acquired properties by the Redevelopment Agency and delegate authority to the Agency Executive Director, or designee, to administer the leases;
3. Authorize the Agency Director, or designee, to execute any related documents pertaining to the leases and relocation process pursuant to the California Relocation and Assistance Act of 1970; and,

(Continued)

*Robert Field*

Robert Field  
Executive Director

|                       |                               |            |                         |         |
|-----------------------|-------------------------------|------------|-------------------------|---------|
| <b>FINANCIAL DATA</b> | Current F.Y. Total Cost:      | \$ 333,200 | In Current Year Budget: | Yes     |
|                       | Current F.Y. Net County Cost: | \$ 0       | Budget Adjustment:      | No      |
|                       | Annual Net County Cost:       | \$ 0       | For Fiscal Year:        | 2011/12 |

**COMPANION ITEM ON BOARD OF SUPERVISORS AGENDA:** No

**SOURCE OF FUNDS:** Housing Tax Exempt Bond

|   |                          |
|---|--------------------------|
| <b>Positions To Be Deleted Per A-30</b> | <input type="checkbox"/> |
| <b>Requires 4/5 Vote</b>                | <input type="checkbox"/> |

**C.E.O. RECOMMENDATION:** APPROVE

BY: *Jennifer L. Sargent*  
Jennifer L. Sargent

**County Executive Office Signature**

Policy  Policy

Consent  Consent

Dep't Recomm.:  Per Exec. Ofc.:

Prev. Agn. Ref.: 4.4 of 7/26/11

District: 3

Agenda Number

**4.1**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

FISCAL PROCEDURES APPROVED  
 PAUL ANGLIO, CPA, AUDITOR-CONTROLLER  
 BY: *Samuel Wong* 10/12/11  
 DATE: 10-11-11  
 ANITA C. WILLIS

FORM APPROVED COUNTY COUNSEL  
 BY: *Anita C. Willis* 10-11-11  
 DATE: 10-11-11  
 ANITA C. WILLIS

**RECOMMENDED MOTION:** (Continued),

4. Approve the allocation of \$333,200 which includes costs of related expenses for relocation service and benefits pursuant to California Relocation and Assistance Act of 1970.

**BACKGROUND:**

On July 26, 2011, the Board of Directors adopted RDA Resolution No. 2011-028, authorizing the purchase of five parcels in the Mid County Project Area. The parcels are located at State Street South of Menlo Avenue in North Hemet. One of the properties is improved with a rental unit creating an enforceable obligation to offer the occupants relocation assistance under the California Code of Regulations, Title 25, Chapter 6, including any amendments and any other County and or state regulations and guidelines as well as any other statues related to relocation activities.

The Redevelopment Agency is also negotiating with 6 additional property owners South of Menlo Avenue/North of Oakland Avenue between State Street and Alessandro Street. Three of the seven parcels needed are improved and are either rentals or owner occupied single family dwellings. All tenant leases are currently on a month to month rental term. These additional transactions are on hold pending the outcome of CRA et. al vs Monsanto et. al, petition which has stayed most redevelopment activity other than enforceable obligations.

Subsequently, California Property Specialist Incorporated ("Relocation Consultant") has held interviews with the residents of the project and provided the Redevelopment Agency with a Relocation Plan based on current information provided by the tenants and property owners. The Relocation consultant has determined the estimated relocation cost for the displaced households is approximately \$333,200, including property management expenses and unexpected miscellaneous costs that may occur during the relocation process.

|                              |           |
|------------------------------|-----------|
| Estimated Relocation Costs   | \$288,200 |
| Property Management Expenses | \$ 25,000 |
| Miscellaneous Costs          | \$ 20,000 |
| Total                        | \$333,200 |

The Agency is prepared to take the necessary actions to successfully relocate all displaces within the project. Agency staff recommends approval of RDA Resolution 2011-035, adoption of the Relocation and Replacement Housing Plan.

Attachment:  
Relocation Plan

2 **RDA RESOLUTION NO. 2011-035**  
3 **ADOPTION OF RELOCATION PLAN**  
4 **FOR THE NORTH HEMET HOUSING PROJECT**

5 **(Third Supervisorial District)**

6 **WHEREAS**, the Redevelopment Agency for the County of Riverside hereinafter  
7 "Agency," is a Redevelopment Agency duly created, established and authorized to  
8 transact business and exercise its powers, all under and pursuant to the provisions of  
9 the Community Redevelopment Law which is Part 1 of Division 24 of the California  
10 Health and Safety Code (commencing with Section 33000 et seq.);

11 **WHEREAS**, Agency has adopted a Redevelopment Plan, hereinafter referred to  
12 as the "Plan," for the Mid-county Project Area, hereinafter referred to as "Project Area,";  
13 and

14 **WHEREAS**, pursuant to the provisions of the Community Redevelopment Law,  
15 Section 33391 of the Health and Safety Code, the Agency may acquire, within a survey  
16 area or for purpose of redevelopment, any interest in real property; and

17 **WHEREAS**, On July 26, 2011, the Board adopted RDA Resolution No. 2011-  
18 028, authorizing the purchase of APN 443-050-017, 443-050-018, 443-050-020, 443-  
19 050-033, and 443-050-039, for redevelopment purposes, in the City of Hemet within  
20 Riverside County. The acquisition is 3.82 acres and a large portion of land needed  
21 south of Menlo Avenue and State Street for the potential construction of affordable  
22 housing, hereinafter the "Proposed Project."

23 **WHEREAS**, the Proposed Project will displace seven (7) households, who will be  
24 required to relocate into decent, safe and sanitary replacement dwellings, more  
25 particularly described in Exhibit "A", attached hereto and incorporated herein by  
26 reference; and

27 **WHEREAS**, pursuant to section 6038 of the California Code of Regulations, Title  
28 25, Division 1, Chapter 6, Subchapter 1, Article 2, California Property Services Inc., has  
prepared a Relocation Plan to more specifically address potential displacements as a

1 result of the Proposed Project; and

2 **WHEREAS**, pursuant to Section 33413.5 of the Health and Safety Code,  
3 California Property Service Inc., under the direction of the Agency, prepared a  
4 relocation plan which outlines the benefits to be provided to the displacees including  
5 assistance, rights, and benefits required under California's Relocation Assistance Law  
6 and the Relocation Guidelines. The relocation plan details both the advisory and  
7 financial assistance. Every effort will be made to facilitate arrangements and minimize  
8 hardships for the displacees; and

9 **WHEREAS**, it has been determined that there are sufficient replacement sites  
10 available to relocate any displaced households; and

11 **WHEREAS**, the Agency is prepared to take the necessary actions to successfully  
12 relocate all displacees.


13 **BE IT RESOLVED, DETERMINED, AND ORDERED** by the Board of Directors of  
14 the Redevelopment Agency for the County of Riverside, State of California, in regular  
15 session assembled on November 1, 2011, as follows:

16 1. That the Board of Directors hereby finds and declares that the above  
17 recitals are true and correct.

18 2. That in compliance with Section 6012 of the California Code of  
19 Regulations, Title 25, Division 1, Chapter 6, Subchapter 1, Article 1; and in accordance  
20 with the provisions of Sections 33411 and 33411.1 of the California Health and Safety  
21 Code, and the California Relocation Assistance Law, Section 7260 et.seq. of the  
22 California Government Code, the Board of Directors approves and adopts the  
23 Relocation Plan for the North Hemet Housing Project.

24 3. Pursuant to California's Relocation Assistance Law proper public posting has  
25 been completed.

26  
27  
28 TK:ra/100411/389ED/14.338 S:\Real Property\TYPING\Docs-14.000 to 14.499\14.338.doc

FORM APPROVED COUNTY COUNSEL  
BY:  ANITA C. WILLIS  
DATE: 10-11-11

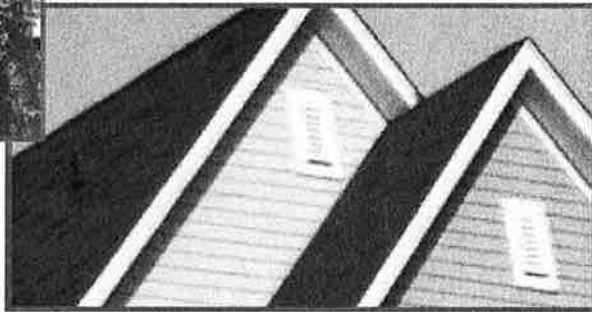


# RELOCATION PLAN

## County of Riverside Economic Development Agency

North Hemet Housing Project

August 2011



California Property Specialists, Inc.

27782 Vista Del Lago, Suite C29 | Mission Viejo, CA 92692  
714.550.4628 ph | [www.cpsi-row.com](http://www.cpsi-row.com) | [info@cpsi-row.com](mailto:info@cpsi-row.com)

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# **I. GENERAL INFORMATION**

## **INTRODUCTION**

The North Hemet Housing Project (Project) is located within the City of Hemet. The Project is a component of the North Hemet Revitalization Plan (“Revitalization Plan”). The purpose of the Revitalization Plan is to eliminate physical and economic blight within the North Hemet Subarea, a 38.3 acre portion of the Riverside County Mid-County Redevelopment Project area. Goals of the Revitalization Plan include the provision of a safe, aesthetically pleasing living environment, recreational and community services, neighborhood commercial uses, and a pedestrian oriented community.

The Project area is considered to be blighted and is currently partially developed with a mobile home park, scattered permanent residences, small businesses, an affordable housing complex and vacant and underused parcels. Blight is evident in the form of unsafe buildings, garage conversions and other evidence of illegal occupancy, incompatible uses such as auto painting and repair shops adjacent to residential uses, irregular sized or shaped lots that would limit their use for intended residential or commercial purposes, and inadequate public improvements such as lack of sidewalks, storm drains landscaping or streetlights. The Project area is bordered on the south by the Stock Farm property, upon which plans are being prepared to construct approximately 294 homes and 20,000 square feet of retail space. The City of Hemet is also seeking to attract a Metrolink train station to the properties immediately adjacent to and east of the Project area. This would be one component of the future Hemet Transit Village, which would also include 4,000 to 5,000 homes and supporting retail uses.

The proposed project will require the full acquisition of five parcels, four of which will result in the displacement of occupants. There are a total of eight structures on the five parcels. There are two owner occupied single family residences and five tenant occupied units that will need to be relocated, as well as three vacant units. One of the tenant occupied units is a converted garage.

The Project will be funded through the County of Riverside Economic Development Agency’s “Low and Moderate Income Housing Fund”.

## **PURPOSE OF THE RELOCATION PLAN**

The purpose of this Relocation Plan (Plan) is to provide the County of Riverside Economic Development Agency (Agency) with information about the impact of the proposed Project on residential occupants to be displaced and to develop solutions to minimize the adverse impacts of displacements. The Plan was completed by California Property Specialists, Inc. and is organized into six sections, as follows:

- I. General Information
- II. Project Data
- III. Assessment of Relocation Needs
- IV. Relocation Resources
- V. Relocation Assistance Program
- VI. Administrative Provisions

## **CITIZEN PARTICIPATION**

In accordance with Section 6012 of the California Code of Regulations, Title 25, Chapter 6, the Agency will ensure the following:

1. Consultation with residents and community organizations including obtaining their advice, prior to submitting the Plan to the Agency for approval.
2. Timely and full access to all documents relevant to the relocation program. The Agency will only restrict access to material where its confidentiality is protected by law or its disclosure is prohibited by law.
3. The information in documents provided does not compromise the privacy of eligible persons.
4. The provision of technical assistance necessary to interpret elements of the Plan and other pertinent materials.

5. A general notice of the Plan shall be provided to all displacees in the proposed Project area. The draft Plan will also be available for public review for 30 days and distributed to interested citizen groups, local public agencies for review and comment.
  
6. Copies of the Plan shall be available for review within 30 days prior to final approval and adoption by the Agency. Comments from displacees and other interested persons regarding this Plan should be sent to:

Tracy Kaiser, Real Property Agent  
County of Riverside Economic Development Agency  
P.O. Box 1180  
Riverside CA 92502

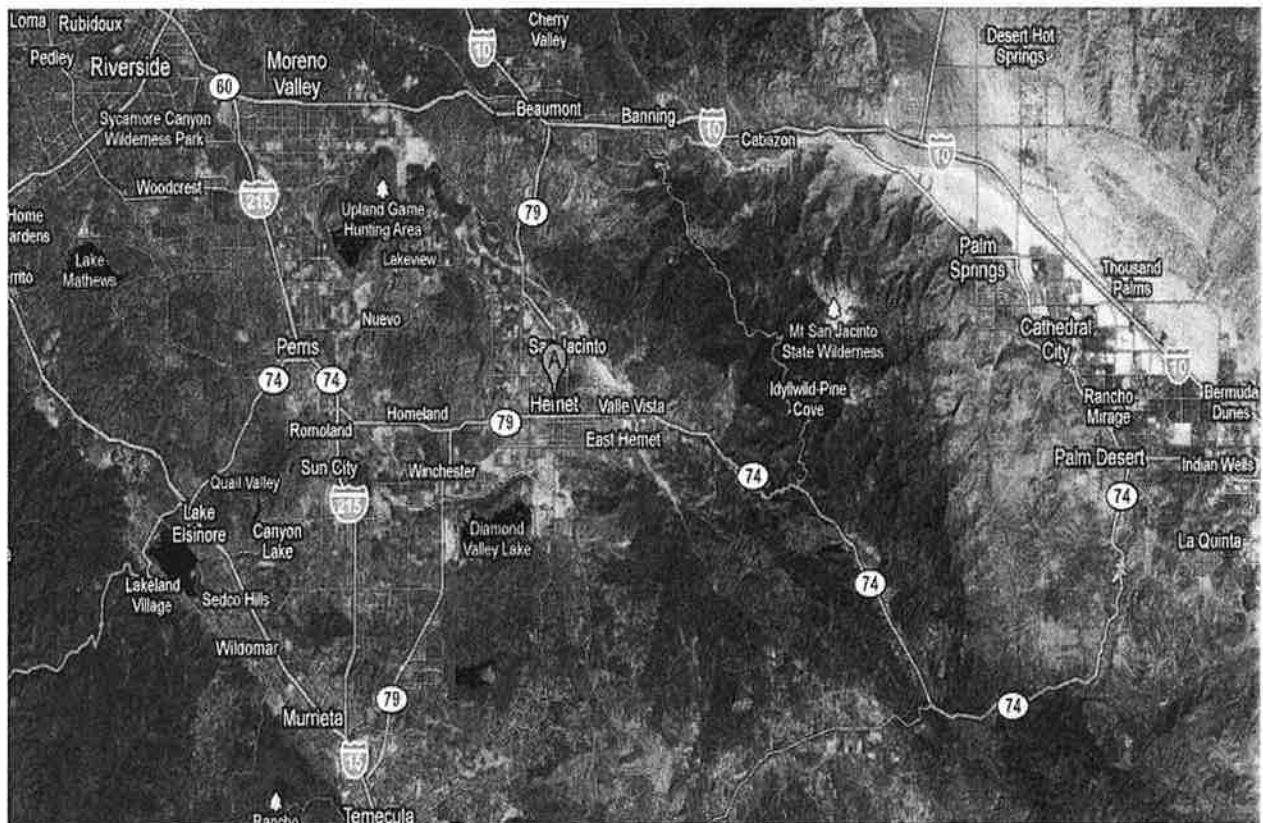
7. The right of any persons to submit written or oral comments and objections on the Plan and the right to submit written comments to be attached to the Plan when it is forwarded to the Agency.
  
8. Prompt written responses to any written comment, objection or criticism.
  
9. Upon incorporating all Public comments and the Agency's response to those comments, the Plan will be presented for adoption by the Agency's governing board.

## II. PROJECT DATA

### REGIONAL LOCATION AND DESCRIPTION

The City of Hemet is located within Riverside County in the San Jacinto Valley. The valley is located at the base of the northern terminus of the San Jacinto Mountains. Hemet is accessed by the 74 and 79 Freeways. **Figure 1** below is an area map showing the regional location of the project.

**Figure 1:** Project Area Regional Map



## SPECIFIC PROJECT LOCATION

The Project area is bounded by the southern boundary of the apartment complex on Fruitvale Avenue, which is situated just below Ford Avenue on the North, State Street on the East, Oakland Avenue on the South and Alessandro Street on the West. One parcel extends slightly beyond Alessandro, roughly between Menlo Avenue and Ford Avenue. **Figure 2** below depicts the Project area.

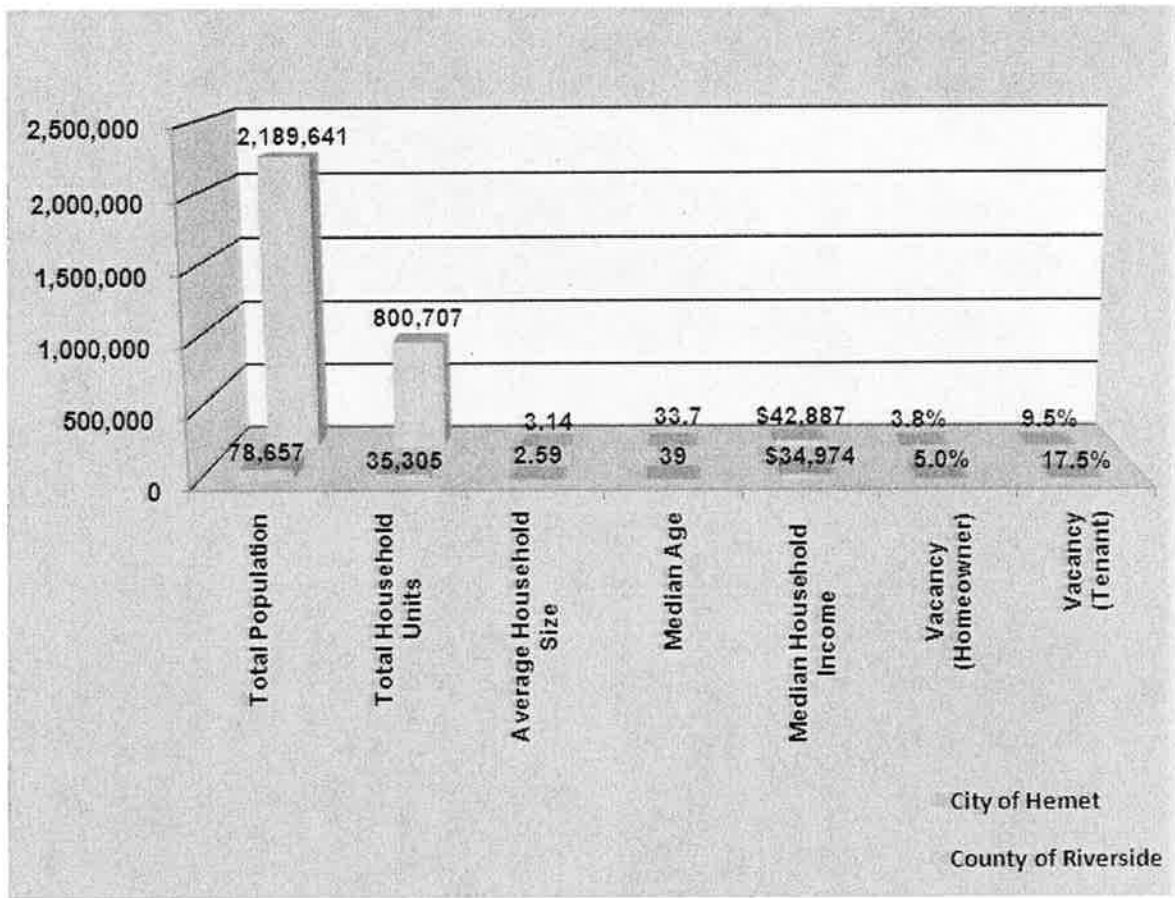
**Figure 2:** Project Area



## GENERAL DEMOGRAPHICS AND HOUSING

The demographic data below is based on the U.S. Census Bureau's 2010 Census. A population of 2,189,641 is reported for Riverside County, as compared to 78,657 for the City of Hemet. At \$42,887 and \$34,974, respectively, median household incomes for both the County and the City are quite low. The median age in the County is 33.7 years old, which is significantly lower than the median age of 39 years old for the City. The Census identified 800,707 housing units in the County with an average size of 3.14 persons per household, compared to 35,305 housing units and 2.59 persons per household for the City. The vacancy rates for homeowners between County and City are similar and are reasonably low. However, the vacancy rate for rental units in the County is 9.5% is significantly lower than that of the City, at 17.5%. **Figure 3** below compares the City of Hemet and the County of Riverside.

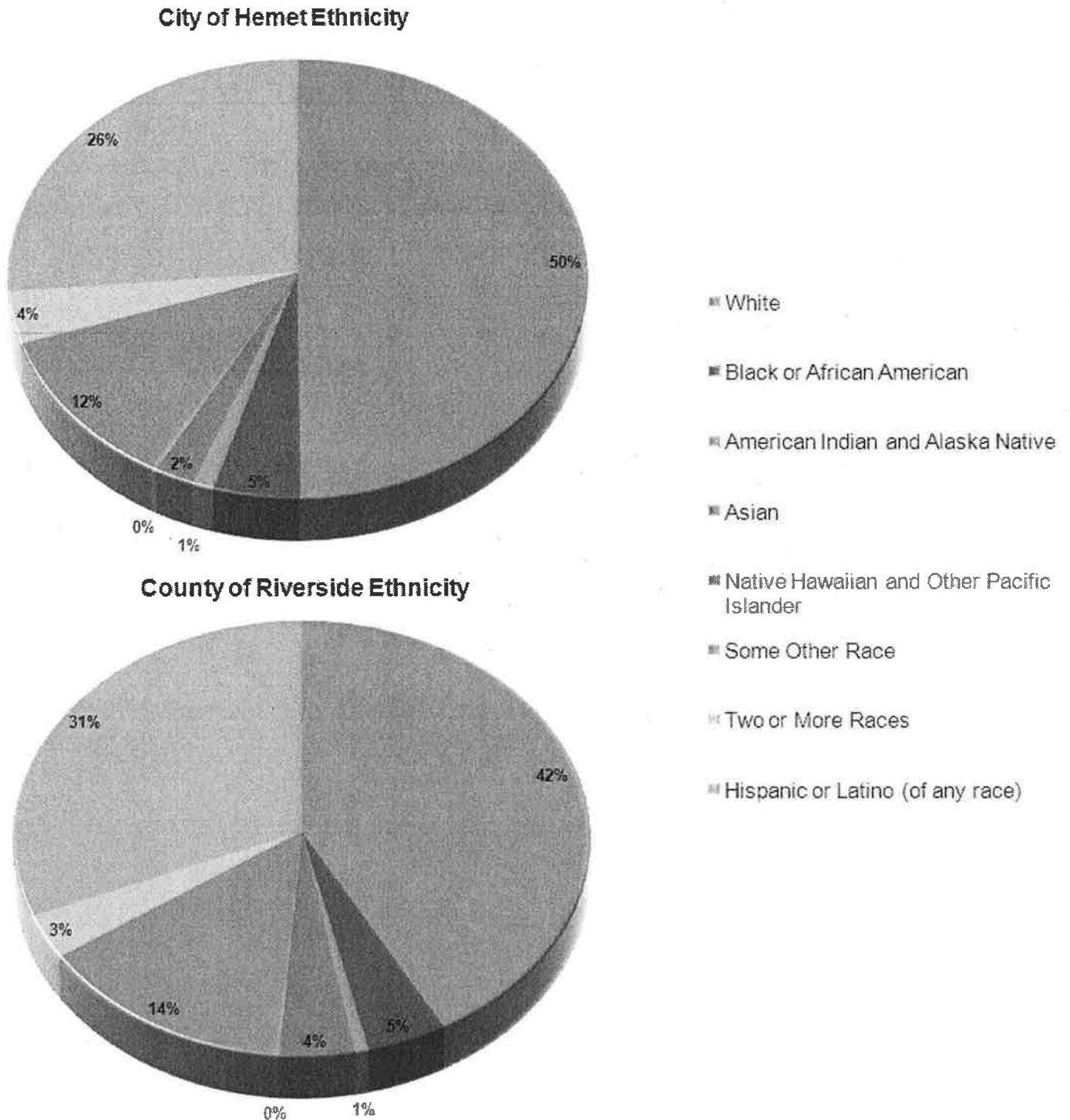
**Figure 3:** Population



## RACE AND ETHNICITY

Figure 4 below compares the ethnic composition of the general population of the City of Hemet with the County of Riverside.

Figure 4: Ethnicity/Race



### **III. ASSESSMENT OF RELOCATION NEEDS**

#### **SURVEY METHOD**

To gather the necessary information for the Plan, surveys were conducted with tenants and owner-occupants within the project area in the month of August, 2011. Please see **Exhibit A** for a sample Relocation Interview Form.

The occupants were asked about the number of occupants, size of unit, length of occupancy, disabilities or special needs, household income, desired area for a replacement dwelling, etc. The information provided by the occupants has not been verified and is solely based on verbal information, which is sufficient for the purpose of completing the Plan.

#### **RESIDENTIAL DATA AND NEEDS ASSESSMENT**

##### **Field Survey Data**

Only four of the seven occupied households participated in the Plan survey. The respondent household is composed of a single family owner occupied dwelling. Of the respondent households, and the also based on the leases for two of the non respondent households, there are a total of thirteen adults and six children occupying these units. There are three vacant units. Regarding ethnicity, two of the households indicated that they are white and two indicated that they are Hispanic. All of the respondent households use English. Current monthly rent and mortgage payments ranged from \$282 per month to \$1,000 per month. One household has paid off its mortgage.

##### **Replacement Housing Needs**

Replacement housing needs for tenant occupants are based on the ratio of the total number of household occupants to the number of bedrooms. The U.S. Department of Housing and Urban Development (HUD) standard for the maximum number of occupants within a particular dwelling follows a 2 + 1 theory, which allows for two occupants per bedroom, with with one occupant able to occupy a separate den, living or family room. Thus, a one-bedroom dwelling may accommodate three (3) people, a two-bedroom may



accommodate up to five (5) people, and a three-bedroom up to seven (7) people. Referrals presented to any potential displacee will reflect the appropriate bedroom count as required by governmental regulations.

Of the respondent tenant occupied households, and also based on the leases for two of the non respondent households, only one of the households is currently overcrowded. Referrals presented to any potential tenant displace will reflect the appropriate bedroom count as required by HUD standards. For owner occupants, occupancy standards do not apply. Rather, referrals to any potential owner occupant will reflect the current number of bedrooms.

### **Income**

Only two of the tenant occupied respondent households reported their income. Income information was not requested from the owner occupants, as this information is not relevant to relocation benefit calculations for owner occupants. Of these two, one household falls with the U.S. Department of Urban Development's (HUD) Extremely Low income category, and the other falls within the Very Low income category. However, given the low median household income for the City of Hemet, as reported in the 2010 U.S. Census, it is likely that many of the Project area households would fall within the Extremely Low, Very Low or Lower income category. See Exhibit I for HUD Income Limits for Riverside County.

### **Households with Seniors and Persons With Disabilities**

None of the respondent households reported having a senior as part of their household. One of the households reported a member with a disability that would need to be accommodated at a replacement location. This would be in the form of wheelchair access.

#### IV. RELOCATION RESOURCES

Based on the information gathered from the Plan surveys, property profiles and property management data, a resource survey was conducted to determine the availability of comparable housing. The following sources were utilized:

- Internet resources
- Multiple Listing Service
- Local commercial real estate offices

**Table 1** below summarizes the replacement sites found for owner occupants.

| <b>Table 1: Summary of Available Comparable Housing – Owner Occupants</b> |                      |                      |                      |
|---|----------------------|----------------------|----------------------|
| <b>Single Family Dwellings</b>  | <b>2 BR</b>          | <b>3 BR</b>          | <b>4 BR</b>          |
| <b>Needed / Available</b>   | 1 / 50               | 1 / 26               | 0 / 4                |
| <b>Price Range</b>  | \$49,000 - \$170,000 | \$58,900 – \$168,900 | \$80,000 - \$169,900 |
| <b>Average Price</b>  | \$90,120             | \$116,050            | \$124,425            |
| <b>Median Price</b>   | \$79,900             | \$119,450            | \$123,900            |

**Note:** One bedroom for sale homes are rare due to lack of demand and being outmoded. Two bedroom units have therefore been located to identify replacement housing options for the one bedroom unit that is to be displaced. Although no four bedroom units are required, data regarding such units are included for reference purposes only.

**Table 2** below summarizes the replacement sites found for tenant occupants.

| <b>Table 2: Summary of Available Comparable Housing – Tenant Occupants</b> |               |                 |                 |                 |
|--|---------------|-----------------|-----------------|-----------------|
| <b>Apartments/Condos</b>   | <b>1 BR</b>   | <b>2 BR</b>     | <b>3 BR</b>     | <b>4 BR</b>     |
| <b>Needed / Available</b>  | 3 / 11        | 0 / 12          | 0 / 1           | 0 / 0           |
| <b>Rent Range</b>  | \$495 - \$600 | \$650 - \$900   | \$1,100         | \$0             |
| <b>Average Rent</b>  | \$556         | \$824           | \$1,000         | N/A             |
| <b>Median Rent</b>   | \$575         | \$825           | \$1,100         | N/A             |
| <b>Duplex/Triplex</b>  |               |                 |                 |                 |
| <b>Needed / Available</b>  | 0 / 0         | 2 / 3           | 0 / 0           | N/A             |
| <b>Rent Range</b>  | \$0           | \$695 – 795     | N/A             | \$0             |
| <b>Average Rent</b>  | N/A           | \$730           | N/A             | N/A             |
| <b>Median Rent</b>   | N/A           | \$700           | N/A             | N/A             |
| <b>Single Family Dwellings</b>   |               |                 |                 |                 |
| <b>Needed / Available</b>  | 0 / 0         | 0 / 19          | 0 / 17          | 0 / 13          |
| <b>Rent Range</b>  | N/A           | \$595 - \$1,500 | \$895 - \$1,900 | \$995 - \$1,700 |
| <b>Average Rent</b>  | N/A           | \$926           | \$1,309         | \$1,461         |
| <b>Median Rent</b>   | N/A           | \$850           | \$1,325         | \$1,500         |

**Note:** One of households to be displaced actually occupies a converted garage. However, all referrals to replacement housing must meet comparable housing standards, so an upgrade to a one bedroom apartment is required and is reflected in this table.

## **COMPETING PROJECTS**

There are no current or planned projects in the San Jacinto Valley of a size and degree that would impact the available housing inventory for replacement sites. Adequate replacement sites to accommodate displaced households exist.

## **ALTERNATE HOUSING PROGRAMS**

Section 8 housing vouchers are granted by the Housing Authority of the County of Riverside, when available, to qualified low and moderate income families, seniors and disabled persons to secure suitable and affordable housing. However, one of the functions of the relocation program is to provide qualified displaced households rental assistance for the incurred increase rent for a period of forty-two (42) months. Therefore, the scope of assistance provided by the relocation program through the Agency should meet the displacement needs. None of the respondent households indicated that they were holding a Section 8 voucher.

## **TEMPORARY HOUSING NEEDS**

No need for temporary housing as a result of Project acquisitions or relocation requirements was anticipated. However, should such a need have arisen, the Agency will respond appropriately and in conformance with applicable laws, regulations, and guidelines.

## **SUMMARY**

For the remaining residents, it appears that an adequate supply of comparable housing exists within the City of Hemet and adjacent areas. Replacement housing referrals will be tailored to individual preferences or requirements.

## **V. RELOCATION ASSISTANCE PROGRAM**

The Agency is responsible for providing a comprehensive Relocation Assistance Program to all families and businesses displaced by the Project. The Agency's Relocation Program is designed to minimize hardship and be responsive to unique project circumstances. Services will be provided in such a manner to ensure consistent and equal treatment of displacees, without regard to race, nationality, color, religion, national origin, sex, marital status, family status or disability.

**California Property Specialists, Inc. (CPSI)** has been retained by the Agency to administer the Relocation Program. CPSI staff can be contacted by calling the phone numbers listed below, from 8:00 a.m. to 5:00 p.m. Monday through Friday at:

**CALIFORNIA PROPERTY SPECIALISTS, INC.**  
**27782 Vista Del Lago, #C29**  
**Mission Viejo, CA 92692**  
**Office (714) 550-4628**  
**Fax (714) 200-0809**

The Agency's comprehensive Relocation Assistance Program consists of advisory and financial assistance. These principal components will be implemented in accordance with the California Relocation Assistance Law (Government Code 7260) and the California Code of Regulations, Title 25, Chapter 6, as amended.

### **ADVISORY SERVICES**

Individuals and/or families moving from existing homes as a result of the Project, will receive advisory assistance, including the following:

1. Provision of all required brochures and notices (See Section VI, Administrative Provisions)
2. Determination of the needs of each residential displacee eligible for relocation assistance.
3. Provide displacees with referrals to comparable housing within a reasonable time

prior to displacement.

4. If necessary, provide transportation to displacees to inspect replacement sites.
5. Provide reasonable services and assistance to successfully relocate residents being displaced by the Project.
6. Assure that no occupant is required to move without a formal written 90-Day Notice to Vacate the premises. (See Exhibit H)
7. Provide advisory assistance to a displacee with regard to the process of filing a formal grievance or appeal.

## **RELOCATION BENEFITS TO RESIDENTIAL OCCUPANTS**

The Relocation Benefit Program will help eligible occupants by paying costs and expenses to relocate to a replacement site in accordance with applicable relocation guidelines. These costs are limited to those necessary for the purchase or rental of a comparable replacement property and moving costs of personal property. In the course of personal interviews and follow-up visits, each displacee will be counseled as to available options and the consequences of any choice with respect to financial assistance. Moving costs and relocation benefits will be paid to eligible displacees upon submission of required claim forms and documentation in accordance with the Agency's administrative procedures. These include:

### **MOVING EXPENSE PAYMENTS**

Any eligible displaced person who lawfully occupies the property being acquired, regardless of the length of occupancy, will be eligible for reimbursement of moving costs associated with property located at the displacement site. Displacees will receive either a fixed moving payment based on a room count schedule or actual cost associated with a professional move.

#### **A. Fixed Payment (Room Count Schedule)**

The displacee, while taking the responsibility for the move, may elect to receive a fixed moving

payment for a self-move based on a room count of furnished rooms in the displacement dwelling. The fixed moving payment is a one-time, allowance for a self-move that does not require back-up documentation. The current schedule for fixed moving payments is set forth in **Table 3** below:

| <b>Table 3: Fixed Moving Schedule</b> |                |
|---------------------------------------|----------------|
| <i>Occupants-Furnished Rooms</i>      |                |
| <b>Room Count</b>                     | <b>Payment</b> |
| 1 Room                                | \$625          |
| 2 Rooms                               | \$800          |
| 3 Rooms                               | \$1,000        |
| 4 Rooms                               | \$1,175        |
| 5 Rooms                               | \$1,425        |
| 6 Rooms                               | \$1,650        |
| 7 Rooms                               | \$1,900        |
| 8 Rooms                               | \$2,150        |
| Each additional room                  | \$225          |
| <b>Occupants-Unfurnished Rooms</b>    |                |
| 1 Room not furnished                  | \$400          |
| Each additional room                  | \$65           |

### **B. Actual Cost (Professional Move)**

The displacee may elect to retain the services of a licensed professional mover, in which case the Agency will pay for the actual cost of the move within a 50-mile Project radius, based on the lower of two acceptable moving bids, or an amount acceptable to the Agency. After the move is complete, the displacee may pay the mover directly and seek reimbursement from the Agency or request a direct payment to the mover.

### **RELOCATION BENEFITS TO OWNER-OCCUPANTS**

Frequently, an owner-occupant displaced from their dwelling will have to pay more to purchase a comparable replacement dwelling than received for the purchase price of their existing dwelling. The increased cost may be due to a limited number of available replacement housing in the area or the need to improve the quality of housing to meet minimal acceptable housing standards. Under this scenario, the owner-occupant will be eligible for a replacement housing payment, provided they have owned and occupied their property for at least 180 days prior to the Agency's first initiation of negotiations to purchase the property.

California State Relocation laws and regulations provide a basic entitlement of up to \$22,500 to compensate the owner-occupant for a Purchase Price Differential, reimbursement for Non-Recurring Closing Costs and an Increased Mortgage Interest Differential Payment (if applicable), all of which are explained in detail below.

## **REPLACEMENT HOUSING PAYMENT**

Once the fair market value of the dwelling being acquired by the Agency is determined, an analysis of the existing housing market is made to determine the costs of a comparable replacement dwelling. The difference between the price received for the existing dwelling and the purchase price of a comparable replacement dwelling results in the Purchase Price Differential. For example, if the existing owner-occupant's dwelling is valued at \$100,000 and it is determined that a comparable replacement dwelling is available for \$120,000, the maximum Purchase Price Differential payment would be \$20,000. In order to receive the \$20,000 Purchase Price Differential payment, the owner-occupant must purchase and occupy a decent, safe and sanitary dwelling costing at least \$120,000 within one year of the date on which the owner-occupant received final payment from the Agency of all costs of the dwelling being acquired by the Agency or the date on which the owner-occupant moves from the acquired dwelling, whichever is later. If the replacement dwelling costs less than \$120,000, the Purchase Price Differential payment would be reduced to reflect the actual difference between the cost of the dwelling being acquired by the displacee and the price paid for the home by the Agency.

## **NON-RECURRING CLOSING COSTS**

As a part of the cost associated with the purchase of a replacement dwelling, certain costs are generally incurred. These include, but are not limited to: appraisal fees, title and escrow fees, recording fees, loan processing fees, and cost for credit reports. These one-time fees associated with purchasing a replacement dwelling are reimbursable to the owner by the Agency. These expenses must be actually incurred and documented on a Final Closing Statement supplied by the escrow or title company. Recurring costs such as real estate taxes, insurance and association dues are not reimbursable costs.



## INCREASED MORTGAGE RATE DIFFERENTIAL PAYMENT

In some cases, an owner-occupant being displaced will find current market interest rates or program costs that exceed their existing program. California Relocation rules and regulations provide that a payment be made to enable the displacee to reduce their replacement mortgage balance to the level of the existing mortgage payment and remaining term, computed using the replacement mortgage interest rate and subject to the eligibility requirements in 25 California Code of Regulations, Section 6202.

## RELOCATION BENEFITS TO TENANT-OCCUPANTS

Residential tenants who have established their residency in the displacement dwelling at least 90 days prior to the Agency's initiation of negotiations for the property acquisition will be eligible to receive a Rental Assistance Payment. Payments to residential tenants are determined on the basis of their current rent, their ability to pay, market rent of a comparable replacement dwelling and the actual rent of the replacement unit plus any estimated cost increase for utilities. Except in the case of "Last Resort Housing" situations and, pursuant to California Relocation Law, any Rental Assistance Payment is limited to a maximum of \$5,250.

| <b>Sample Calculation of Rental Assistance Payment</b> |                |   |
|--|----------------|---|
| <b>Select Lesser Of:</b>                               |                |   |
| 1. Old Rent  | \$750          | Old Rent plus utilities                     |
| 2. Ability to Pay                                      | \$650          | 30% of gross household income               |
|  | <b>\$650</b>   | <b>Yields Base Rent</b>                     |
| <b>Subtract Base Rent From The Lesser Of:</b>          |                |   |
| 4. Comparable Rent                                     | \$800          | Replacement site plus utilities             |
| <b>OR</b>  |                |   |
| 5. Actual Rent Paid                                    | \$750          | Actual new rent plus utilities              |
|  | <b>\$750</b>   | <b>Yields New Rent Factor</b>               |
| <b>Rental Assistance Payment</b>                       |                |   |
| 6. Monthly Need  | \$100          | Rent Factor minus Base Rent                 |
| <b>Payment</b>   | <b>\$4,200</b> | <b>Monthly Need multiplied by 42 months</b> |

Tenants may choose to use their Rental Assistance Payment to purchase a replacement home. The Rental Assistance Payment may only be applied toward a down payment or nonrecurring closing costs.

A residential tenant who has not been in residency for at least 90 days prior to the first written offer is only entitled to receive a moving expense payment, unless they qualify under Last Resort Housing. Such assistance is authorized when comparable replacement housing is not available at rental rates within the tenant's financial means. A tenant who occupied the displacement dwelling less than 90-day prior to the Agency's initial written purchase offer is eligible for last resort housing based solely on income.

## **LAST RESORT HOUSING**

California Relocation Assistance Law (Government Code 7260), California Code of Regulations, Title 25, Chapter 6 contains policy and procedures for implementing a Last Resort Housing Program. This program is authorized by statute if affordable replacement housing cannot be found within the basic statutory relocation amount of \$5,250 for tenants and \$22,500 for owner occupants.

Should Last Resort Housing become necessary, the following is the recommended course of action for the Project displacees and a summary of their entitlements for replacement housing:

- Provide additional rent supplements above the statutory amount of \$5,250, with payments being made toward the rent differential or down payment to purchase a replacement site.
- If required, provide 180-day owner-occupants with additional funds above the maximum \$22,500 to purchase a comparable dwelling.

## COMPARABLE HOUSING

The Agency is responsible for assisting each household in relocating to comparable replacement housing. Any replacement housing unit approved by the Agency must meet decent, safe and sanitary housing requirements. In order to meet these standards, a replacement site must meet the following criteria in 25 California Code of Regulations Section 6008, including the following:

- Be structurally sound, weather tight, and in good repair
- Contain a safe electrical wiring system adequate for lighting and other devices
- Contain a safe heating system capable of sustaining a reasonable temperature
- Be adequate in size with respect to the number of rooms and area of habitable living space needed to accommodate the displaced household
- Contain unobstructed egress to safe, open space at ground level. If the dwelling unit is on the second story or above, with access directly from or through a common corridor, the common corridor must have at least two means of egress.
- For a person who is not mobile or is impaired, be free of barriers which would restrict reasonable ingress, egress, or use of the dwelling

In addition, and as provided by Government Code 33411.1, no persons or families of low and moderate income shall be displaced by the Project unless and until there is a suitable housing unit available and ready for occupancy by such displaced person or family at rents comparable to those at the time of their displacement.

## **VI. ADMINISTRATIVE PROVISIONS**

### **NOTICES**

Any official notice that the Agency is required to provide a Project occupant shall be personally delivered or sent by certified or registered first-class mail, return receipt requested. Notices will be written in understandable language, and persons unable to read or understand any notice will be provided translation and counseling. Each notice will indicate the name, address and telephone number of a person who may be contacted for answers to questions or other additional assistance.

These are the four principal notices:

1. General Information Notice (See Exhibit B)
2. Relocation Brochures (See Exhibits C & D)
3. Notice of Eligibility (See Exhibits E & F)
4. 90-Day Notice To Vacate (See Exhibit H)

The General Information Notice is intended to provide advance notice of the Project. The Relocation Brochures are intended to provide potential displacees with a description of the Agency's relocation program, eligibility criteria, information regarding potential financial assistance, and appeal rights.

The Notice of Relocation Eligibility will contain a determination of eligibility for relocation assistance and a description or itemization of potential entitlement benefits.

No lawful occupant, affected by this Project, will be required to move without having received at least 90 days advance written notice of the earliest date by which the move will be necessary. The 90-Day Notice will either state a specific date or state that the occupant will receive a further notice indicating at least 60 days in advance, the specific date required to move. A 90-Day Notice will not be issued to any residential displacee without first being given information regarding an available replacement dwelling.

## **LANGUAGE ASSISTANCE**

Language assistance will be available for occupants who do not understand or speak English.

## **RELOCATION APPEAL PROCESS**

A person who disagrees with a determination as to eligibility for benefits, a payment amount, or failure to provide comparable replacement site referrals may file a request for a review and/or appeal in accordance with Section 6150 of the California Code of Regulations, Title 25, Chapter 6 and the Agency's Grievance Procedures.

## **EVICITION POLICY**

The Agency recognizes that eviction is permissible only as a last resort. Eviction will only take place in cases of illegal occupancy, nonpayment of rent, serious violation of the rental agreement, a dangerous or illegal act in the unit, or if the occupants refuse all reasonable offers to alternate accommodations. In all cases, relocation records must be documented to reflect the specific circumstances surrounding the eviction.

The Agency pledges that an eviction will not be undertaken for the purposes of evading their obligations to make available payments under their Relocation Assistance Program or other assistance to which a person may otherwise be entitled.

## PROJECTED DATES OF DISPLACEMENT

No displacee will be required to vacate without a minimum of a 90 day written notice. However, an occupant in the Project area may choose to vacate prior to the issuance of a "Notice to Vacate," once they receive their Notice of Eligibility and are assured that they will receive relocation assistance. The projected dates of displacement are between June 2012 and August 2012. The Agency anticipates that date specific Notices to Vacate will not be issued prior to April 2012.

## ESTIMATED RELOCATION COSTS

The estimated relocation budget is based on the data obtained through occupant interviews, current Project scope, available replacement sites, and the experience and judgment of CPSI staff. The estimated relocation budget does not include any payment for property acquisitions or professional fees necessary to implement the Relocation Assistance Program. The budget is also based on the assumption that all units are occupied, except the one unit that has been verified to be vacant.

| <b>THE ESTIMATED RELOCATION COST FOR THE PROJECT IS:</b> |                   |
|--|-------------------|
| <b>Replacement Housing Payments</b>                      | <b>\$ 250,000</b> |
| <b>Fixed Moving Payment</b>                              | <b>\$ 11,750</b>  |
| <b>Subtotal</b>  | <b>\$ 261,750</b> |
| <b>Rounded</b>   | <b>\$ 262,000</b> |
| <b>10 % Contingency</b>                                  | <b>\$ 26,200</b>  |
| <b>ESTIMATED TOTAL</b>                                   | <b>\$ 288,200</b> |

# EXHIBIT A

## RESIDENTIAL RELOCATION INTERVIEW FORM

### RESIDENTIAL QUESTIONNAIRE

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_ Interviewer: \_\_\_\_\_

#### TENANT INFORMATION

Occupant Name: \_\_\_\_\_ Move-in Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Rent Amount: \_\_\_\_\_  
 \_\_\_\_\_ Security Deposit: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Social Security#: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Primary Language: \_\_\_\_\_

#### Occupancy

Bedrooms: \_\_\_\_\_ Baths: \_\_\_\_\_ Garage/Carport: \_\_\_\_\_ Total # of Rooms: \_\_\_\_\_ Bedrooms Needed: \_\_\_\_\_  
 Gas: Tenant [ ] Owner [ ] Electricity: Tenant [ ] Owner [ ] Water/ Sewer/Garbage: Tenant [ ] Owner [ ]  
 \_\_\_\_\_ Rent \_\_\_\_\_ Lease \_\_\_\_\_ Mortgage \_\_\_\_\_ Own \_\_\_\_\_ Vacant \_\_\_\_\_ No Contact  
 \_\_\_\_\_ Elderly Household \_\_\_\_\_ Handicap Household \_\_\_\_\_ Section 8 Recipient

#### TYPE OF STRUCTURE/OTHER INFO

\_\_\_\_\_ SRO \_\_\_\_\_ SFR \_\_\_\_\_ Apt \_\_\_\_\_ Duplex/Triplex \_\_\_\_\_ Condo/Townhouse \_\_\_\_\_ Hotel/Motel \_\_\_\_\_ Vacant  
 Do you own your own car: **Yes** [ ] **No** [ ] Home business: **Yes** [ ] **No** [ ] What Type: \_\_\_\_\_  
 Do you need to be close to transportation (metro, bus): **Yes** [ ] **No** [ ] Do you need to be close to Hospital, School: **Yes/No**  
 Area Preference: \_\_\_\_\_ Do you own any pets: \_\_\_\_\_ What Type: \_\_\_\_\_

#### OWNER-OCCUPANT INFORMATION

Purchase Price: \_\_\_\_\_ Principal Balance: \_\_\_\_\_ Loan Type: \_\_\_\_\_  
 Term Left Months: \_\_\_\_\_ Living Area Sq. Ft.: \_\_\_\_\_ Lot Size Sq. Ft.: \_\_\_\_\_

#### HOUSEHOLD OCCUPANTS

| Name | Sex | Age | Monthly Income/<br>School Attended | Comments<br>(source of income, list disabilities, if any) |
|------|-----|-----|------------------------------------|---|
|      |     |     |                                    |   |
|      |     |     |                                    |   |
|      |     |     |                                    |   |
|      |     |     |                                    |   |
|      |     |     |                                    |   |
|      |     |     |                                    |   |

Notes:

# GENERAL INFORMATION NOTICE

# EXHIBIT B

August 1, 2011

<Name>

<Street Address>

Hemet, CA 92543

## **Re: North Hemet Housing Project**

The Economic Development Agency of the County of Riverside (“Agency”) is interested in possibly acquiring the property you occupy located within the North Hemet Revitalization Project area (“Project”).

The Agency has retained the services of California Property Specialists, Inc. (“CPSI”) to prepare a Relocation Plan (“Plan”) in accordance with Section 6038 of the State Relocation Guidelines (California Code of Regulations, Title 25, Chapter 6, et. seq.) which will address the circumstances and needs of individuals potentially affected in the Project area.

In order to prepare the Plan, CPSI will need to conduct individual interviews with Project area residents. The interviews will be conducted via telephone beginning August 1, 2011.

**If the Agency acquires the property and you are displaced for the Project**, you may be eligible for relocation assistance. **HOWEVER, DO NOT MOVE NOW. THIS IS NOT A NOTICE TO VACATE THE PREMISES.**

If you are a legal occupant of the unit, you should continue to pay your monthly rent to your landlord because failure to pay rent may be cause for eviction. You are also urged not to move or sign any agreement to purchase or lease a replacement unit before receiving formal notice of your eligibility for relocation assistance.

If you have any questions, please contact Clara Castaneda of CPSI at (714) 550-4628 x-305.

**Again, this not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance.** If the Agency decides not to purchase the property and/or move forward with the Project, you will be notified in writing.

Sincerely,

Peter Rhoad  
Senior Acquisition/Relocation Specialist



## Introduction

This booklet describes the relocation payments and other relocation assistance provided under the California Government Code of Regulations, Title 25 Chapter 6 to homeowners whose home is acquired by a public agency.

The County of Riverside Economic Development Agency (“Agency”) has retained the services of California Property Specialists, Inc. (“CPSI”), a professional acquisition and relocation firm, to assist you with the acquisition and relocation programs. You may contact a CPSI representative at:

**California Property Specialists, Inc**  
**27782 Vista Del Lago, #C29**  
**Mission Viejo, CA 92692**  
**(714) 550-4628**

To be eligible for the assistance described in this booklet, you must have owned and occupied your home for at least 180 days before the Agency offered to buy it. If you have owned and occupied your home for less than 180 days but for 90 days or more before the Agency offered to buy it, you should speak to your relocation representative about the type of relocation benefit you may be eligible (if you have owned and occupied your home for less than 90 days, you may still be eligible for relocation assistance, contact the Agency for additional information).

If you are notified that your home will be acquired and you will be displaced, it is important that you do not move before you learn what you must do to receive the relocation payments and other assistance to which you are entitled. This booklet may not answer all of your questions. If you have more questions, contact your representative for the project.

## Summary of Relocation Assistance

As an eligible displaced homeowner occupant, you will be offered the following advisory and financial assistance:

**Advisory Services.** This includes referrals to comparable replacement homes, the inspection of replacement housing to ensure that it meets established standards, preparation of claim forms for relocation payments, and other assistance to minimize the impact of the move.

- **Payment for Moving Expenses.** You may choose either a:
  - ❖ **Payment for Your Actual Reasonable Moving and Related Expenses (Move by a professional mover) or,**
  - ❖ **A Fixed Moving Payment (self-move)**
- **Replacement Housing Payment.** To enable you to buy or, if you prefer, rent a comparable replacement home, you may choose either:
  - ❖ **Purchase Assistance, or**
  - ❖ **Rental Assistance.**

If you disagree with the Agency's decision as to the relocation assistance for which you are eligible, you may appeal that decision.

## **General Questions**

### **Will I Be Paid For My Property Before I Have To Move?**

If you reach an agreement to sell your property to the Agency, you will not be required to move before you receive the agreed purchase price. Upon acquisition of the property, you will receive a written notice with at least 90 days before you have to vacate the premises.

### **Will I Have To Pay Rent To The Agency Before I Move?**

You may be required to pay a fair market rent to the Agency for the period between the acquisition of your property and the date that you move. The rent will not exceed that charged for the use of comparable properties.

### **How Will I Know I Am Eligible For Relocation Assistance?**

You should receive a written notice explaining your eligibility for relocation assistance. You will become eligible for relocation assistance on the date you receive the Agency's written offer of "just compensation" to purchase your home. You should not move before receiving the purchase offer and a Notice of Eligibility describing your relocation benefits. If you do, you may not receive relocation assistance.

### **How Will The Agency Know How Much Help I Need?**

You will be contacted at an early date and personally interviewed by a representative of the Agency to determine your relocation needs and preferences for replacement housing and advisory services. The representative will ask certain questions about you and other members of your household. It is to your advantage to provide the information so that the Agency can assist you in moving with a minimum of hardship. The information you give will be kept confidential.

## **How Soon Will I Have To Move?**

If possible, a mutually agreeable date for the move will be worked out. You will be given enough time to make plans for moving. Unless there is a health or safety emergency, you will not be required to move without at least 90 days advance written notice of (1) at least one "comparable replacement home" that is available to you and (2) the earliest date by which you must move.

## **What Is A Comparable Replacement Home?**

A comparable replacement home is:

- Decent, safe, and sanitary
- Functionally equivalent to your present home
- Actually available for you to buy
- Affordable
- Reasonably accessible to your place of employment
- Generally as well located with respect to public and commercial facilities, such as schools and shopping, as your present home
- Not subject to unreasonable adverse environmental conditions
- Available to all persons regardless of race, color, religion, sex, or national origin

## **What is Decent, Safe, and Sanitary Housing?**

Decent, safe, and sanitary housing is housing that:

- Meets local housing and occupancy requirements.

Additionally, it is housing that:

- Is structurally sound, weather tight, and in good repair
- Contains a safe, adequate electrical wiring system
- Has adequate living space for the occupants
- Has a kitchen with a sink, hot and cold running water, and connections for a stove and refrigerator
- Has a separate, complete bathroom with hot and cold running water and sewage system
- Has heating as required by climatic conditions
- Has an unobstructed exit to safe, open space at ground level
- Is free of any barriers that would preclude your reasonable use of the unit, if you are a person with a physical disability

## **Will The Agency Help Me Find A Replacement Home?**

Yes. You will be provided with referrals to comparable replacement housing. If possible, you will be referred to at least three comparable replacement homes. The maximum financial assistance for which you may qualify will be based on the cost of the most representative comparable replacement home that is available to you. When the Agency gives you its initial written purchase offer, it will typically inform you at that time, or shortly thereafter, of your eligibility for relocation assistance, identifying the most comparable replacement home and explain the maximum amount of relocation

assistance available to you.

Once the Agency representative has a clear understanding of your needs and preferences, he or she will work with you to assure that you are given the best possible choice of housing and offer you transportation to inspect these units.

If there is a mortgage on your present home, the Agency will refer you to lenders that can provide mortgage financing for your new home. If the money paid for your old home is applied to the purchase of your new home, there should not be any increase in the number or amount of your monthly payments for mortgage interest and principal.

### **What If I Find My Own Replacement Housing?**

You have every right to find your own replacement housing. However, before you buy or rent, ask the Agency's representative to inspect the unit to make sure that it is decent, safe, and sanitary. If the housing unit is not decent, safe, and sanitary, you will not receive a replacement housing payment.

### **What If I Encounter A Problem In Obtaining Housing Of My Choice?**

If you encounter a problem in buying or renting housing of your choice, notify the Agency immediately. The Agency will look into the matter and try to resolve it. You will receive this help whether you were referred to the housing unit or found it yourself.

If you are unable to buy or rent a housing unit because of discriminatory practices on the part of a real estate broker, rental agent, lender, or a property owner, the Agency will help you file a formal housing discrimination complaint with the U.S. Department of Housing and Urban Development or the appropriate State or local fair housing Agency.

### **What Other Services Will I Receive?**

In addition to help in obtaining a comparable replacement home, other assistance, as necessary, will be provided in order to minimize the impact of your move. This assistance may include referral to appropriate public and private agencies that provide services concerning housing financing, employment, health, welfare, or legal assistance. The range of services depends on the needs of the person being displaced. You should ask the Agency representative to tell you about the specific services that will be available to help you and your family.

### **What Is a Payment For Actual Reasonable Moving And Related Expenses?**

You are entitled to a relocation payment to cover the actual reasonable cost of your move. If you choose a Payment for Actual Reasonable Moving and Related Expenses, you may include in your claim the reasonable costs for:

- Transportation for you and your family
- Packing, moving and unpacking your household goods
- Disconnecting and reconnecting household appliances and other personal property (e.g., telephone and cable TV)
- Storage of household goods, as may be necessary and at the discretion of the Agency

- Insurance for the replacement value of your property during the move and necessary storage
- The replacement value of property lost, stolen or damaged in the move (but not through your neglect) if insurance is not reasonably available

The Agency will explain all eligible moving costs, as well as those which are not eligible. You must be able to account for any costs that you incur, so keep all your receipts. Select your mover with care. The Agency can help you select a reliable and reputable mover.

You may elect to pay your moving costs yourself and be repaid by the Agency or, if you prefer, you may have the Agency pay the mover. In either case, let the Agency know before you move.

### **What Is A Fixed Moving Payment?**

If you choose a Fixed Moving Payment, you will receive a payment based on the number of rooms of furniture you will be moving, as shown on the Fixed Residential Moving Cost Schedule. The Agency has a copy of the schedule and will help you decide whether choosing this payment is in your best interest.

If you do not have an unusually large amount of personal property to move and are capable of moving yourself, this payment should be more advantageous to you. No special documentation is required to support your claim. You need only move your personal property and complete the appropriate claim form in order to receive your payment.

### **I Want To Buy Another Home. How Much Purchase Assistance Will I Receive?**

To help you buy a comparable replacement home, you will receive Purchase Assistance equal to the sum of the following three costs:

- **Purchase Price Differential.** If the cost of replacement housing exceeds the amount the Agency pays for your present home, you may be eligible for a payment to cover the difference. The Agency will inform you in writing of the location and cost of comparable replacement housing (and explain the basis of its determination) so that you will know in advance how much assistance you may receive. That information should help you decide how much you wish to pay for replacement housing.

You are free to purchase any decent, safe and sanitary housing unit of your choice. If the purchase price is less than the cost of a comparable replacement home, the payment will be limited to the actual difference. If it exceeds the cost of a comparable replacement home, the payment will be based on the cost of a comparable home.

**Examples:** Let's say that the Agency pays \$120,000 to purchase your home and that a comparable replacement home costs \$130,000.

- ❖ If you pay \$129,000 for a replacement home, you would receive a \$9,000 differential payment (the difference between the Agency's payment for the acquisition of your home and the cost of your replacement home).
- ❖ If you pay \$132,000 for the replacement home, you would receive a \$10,000 differential payment (the difference between the Agency's acquisition payment and the cost of the

comparable replacement home).

- **Mortgage Interest Differential Payment.** This amount covers the "present value" of the additional costs required to finance the purchase of a replacement home that result if the interest rate you must pay for a new mortgage is higher than the interest rate on the mortgage on your present home. It also covers other debt service costs. The payment is based on the lesser of: the mortgage balance on your present home or your new mortgage amount. To be eligible, the mortgage on your home must have been a valid lien for at least 180 days before the Agency's initial written purchase offer for your home.

You should provide the Agency with a copy of your mortgage(s) as soon as possible. Based on that information and the prevailing terms and conditions of new mortgage financing, the Agency will compute the approximate mortgage interest differential payment for which you will be eligible, inform you of that amount and explain the conditions on which it is based. The payment will be made available with the purchase price differential in a timely manner to reduce the amount you must borrow to buy your new home.

- **Incidental Expenses.** This amount covers those extra costs typically charged when one buys real property, such as the cost of preparing the deed and recording fees; the cost of title insurance, revenue stamps and transfer taxes (not to exceed the cost for comparable replacement housing); loan application, loan origination and appraisal fees; the cost of a credit report; and for other costs such as certification of structural soundness, home inspection and termite inspection. It does not cover prepaid expenses, such as property taxes and insurance.

Remember, your total replacement housing payment is the sum of the purchase price differential, mortgage interest differential, and incidental expenses.

To qualify for the payment, you must purchase and occupy a decent, safe and sanitary replacement home within one year after the later of: the date you move or the date you receive the final payment for the acquisition of your present home. However, the Agency will extend this period for good cause.

### **If I Decide To Rent, Rather Than Buy, Another Home, How Much Assistance Will I Receive?**

If you decide to rent rather than buy a replacement home, you may be eligible to receive **Rental Assistance**. The assistance covers a 42-month period and is computed in the following manner.

The assistance needed for one month is based on the difference between the market rent for your present home (including utilities), as determined by the Agency, compared to a comparable rental dwelling available on the market (including utilities). That monthly need, if any, is multiplied by 42 to determine the total amount that you will receive. This amount will be paid directly to you in monthly installments or other periodic payments.

**Examples:** Let's say that the monthly "market rent" and average cost for utilities for your present home are \$250 and the monthly rent and estimated average utility costs for a comparable replacement home are \$350.

- ❖ If you rent a replacement home for \$360 per month, including estimated utility charges, you will receive \$4,200. That amount is 42 times \$100 (the difference between the market rent for your present home (\$250) and the cost for a comparable replacement home (\$350)).
- ❖ If you rent a replacement home for \$310, including estimated average monthly utility charges, you will receive \$2,520. That amount is 42 times \$60 (the difference between the "base monthly rent" for your present home (\$250) and the actual cost of your new home (\$310)).

To qualify for rental assistance, you must rent and occupy a decent, safe, and sanitary home within one year after the later of: the date you move or the date you receive the final payment for the acquisition of your present home. However, the Agency will extend this period for good cause. The amount of rental assistance cannot exceed the computed purchase price differential.

### **Must I File A Claim To Obtain A Relocation Payment?**

Yes. You must file a claim for each relocation payment. The Agency will prepare the required claim forms on your behalf and explain the type of documentation that you must submit in order to receive your relocation payments.

If you must pay any relocation expenses before you move (e.g., a deposit when you contract for the purchase of a new home), discuss your financial needs with the Agency. You will be able to obtain an advance payment to meet these costs. An advance payment to purchase a home may be placed in "escrow." An advance payment for moving expenses may be paid directly to the moving contractor to ensure that the move will be completed on a timely basis.

You must file your claim within 18 months after the date you move or receive the final payment for the acquisition of your present home. However, it is to your advantage to file as soon as possible after you move. The sooner you submit your claim, the sooner it can be processed and paid. This period may be extended at the Agency's discretion, for good cause.

Be careful not to confuse this 18-month period with the 12-month period within which you must buy or rent and occupy a replacement dwelling in order to be eligible for a replacement housing payment.

You will be paid promptly after you file an acceptable claim. If there is any question regarding your right to a relocation payment or the amount of the payment, you will be notified, in writing, of the problem and the action you may take to resolve the matter.

### **Do I Have To Pay Federal Income Taxes On My Relocation Payments?**

No. Section 216 of the Uniform Relocation Act states that you do not need to report relocation payments as part of your gross income for Federal tax purposes. For information on State or local income taxes, you should check with the State or local income tax office in your area or with your

personal tax advisor.

### **What If I Don't Receive The Required Assistance. Can I Appeal?**

If you disagree with the Agency's decision as to your right to relocation assistance, the amount of a payment, or the adequacy of the housing to which you have been referred, you may appeal the decision to the Agency.

The Agency will inform you of its appeal procedures. At a minimum, you will have 60 days to file your appeal with the Agency. Your appeal must be in writing. However, if you need help, the Agency will assist you in preparing your appeal.

You can expect a fair decision on any appeal. However, if you are not satisfied with the final administrative decision on your appeal, you may seek review of the matter by the courts.

### **I Have More Questions. Who Will Answer Them?**

If you have any questions after reading this booklet, contact your relocation representative at California Property Specialists, Inc., at (714) 550-4628.



## **Introduction**

This booklet describes the relocation payments and other relocation assistance provided under the California Government Code of Regulations, Title 25 Chapter 6 to tenant occupants whose home is acquired by a public agency.

The County of Riverside Economic Development Agency (“Agency”) has retained the services of California Property Specialists, Inc. (“CPSI”) to assist you with the acquisition and relocation programs. You may contact a CPSI representative at:

**California Property Specialists, Inc**  
**27782 Vista Del Lago, #C29**  
**Mission Viejo, CA 92692**  
**(714) 550-4628**

To be eligible for the assistance described in this booklet, you must have lived and occupied your home for at least 90 days before the Agency offered to buy it. If you have occupied your home for less than 90 days before the Agency offered to buy it, you should speak to your relocation representative about the type of relocation benefits for which you may be eligible.

If you are notified that your home will be acquired and you will be displaced, it is important that you do not move before you learn what you must do to receive the relocation payments and other assistance to which you are entitled. This booklet may not answer all of your questions. If you have more questions, contact your representative for the project.

## **Summary of Relocation Assistance**

As an eligible tenant displaced from your home, you will be offered the following advisory and financial assistance:

- **Advisory Services.** This includes referrals to comparable and suitable replacement homes, the inspection of replacement housing to ensure that it meets established standards, help in preparing claim forms for relocation payments and other assistance to minimize the impact of the move.
- **Payment for Moving Expenses.** You may choose either a:
  - \* **Payment for Your Actual Reasonable Moving and Related Expenses, or**
  - \* **Fixed Moving Expense and Dislocation Allowance**

- **Replacement Housing Assistance.** To enable you to rent, or if you prefer, buy a comparable replacement home, you may choose either:
  - \* **Rental Assistance,** or
  - \* **Purchase Assistance.**

## General Questions

### **How Will I Know I Am Eligible For Relocation Assistance?**

You should receive a written notice explaining your eligibility for relocation assistance. You should not move before receiving that notice. If you do, you may not receive relocation assistance.

### **How Will The Agency Know How Much Help I Need?**

You will be contacted at an early date and personally interviewed by a representative of the Agency to determine your relocation needs and preferences for replacement housing and advisory services. The representative will ask certain questions about you and other members of your household, including questions about your income. It is to your advantage to provide the information so that the Agency can assist you in moving with a minimum of hardship. The information you give will be kept in confidence.

### **How Soon Will I Have To Move?**

If possible, a mutually agreeable date for the move will be worked out. You will be given enough time to make plans for moving. Unless there is a health or safety emergency, you will not be required to move without at least 90 days advance written notice of (1) at least one "comparable replacement home" that is available to you and (2) the earliest date by which you must move.

### **What Is A Comparable Replacement Home?**

A comparable replacement home is:

- Decent, safe, and sanitary
- Functionally equivalent to your present home
- Actually available for you to rent
- Affordable
- Reasonably accessible to your place of employment
- Generally as well located with respect to public and commercial facilities, such as schools and shopping, as your present home
- Not subject to unreasonable adverse environmental conditions
- Available to all persons regardless of race, color, religion, sex, or national origin

## **What is Decent, Safe, and Sanitary Housing?**

Decent, safe, and sanitary housing is housing that:

- Meets applicable housing and occupancy requirements
- Is structurally sound, weathertight, and in good repair
- Contains a safe, adequate electrical wiring system
- Has adequate living space for the occupants
- Has a kitchen with a sink, hot and cold running water, and connections for a stove and refrigerator (if you were displaced from a housekeeping unit)
- Has a separate, complete bathroom with hot and cold running water
- Has heating as required by climatic conditions
- Has an unobstructed exit to safe, open space at ground level
- Meets standards protecting occupants from lead-based paint hazards
- If you are person with a physical disability, is free of any barriers which would preclude your reasonable use of the unit

## **Will The Agency Help Me Find A Replacement Home?**

Yes. You will be provided with referrals to housing that meets established standards. If possible, you will be referred to at least three comparable replacement homes. The maximum financial assistance for which you may qualify will be based on the cost of the most representative comparable replacement home that is available to you. Promptly after you become eligible for relocation assistance, the Agency's representative will inform you of such unit and the maximum payment available.

Once the Agency's representative has a clear understanding of your needs and preferences, he or she will work with you to assure that you are given the best possible choice of housing. The Agency's representative will offer you appropriate transportation to inspect these units, if necessary.

## **What If I Find My Own Replacement Housing?**

You have every right to find your own replacement housing. However, ask your representative to inspect the unit to make sure that it is decent, safe, and sanitary before you rent or buy. If you rent or purchase a unit is not decent, safe, and sanitary, you will not receive a replacement housing payment.

## **What If I Encounter A Problem In Obtaining Housing Of My Choice?**

If you encounter a problem in buying or renting housing of your choice, notify the Agency's representative immediately. The Agency's representative will look into the matter and try to resolve it. You will receive this help whether you were referred to the housing unit or found it yourself.

## **What Other Services Will I Receive?**

In addition to help in obtaining a comparable replacement home, other assistance, as necessary, will be provided in order to minimize the impact of your move. This assistance may include

referral to appropriate public and private agencies that provide services concerning housing financing, employment, health, welfare, or legal assistance. The range of services depends on the needs of the person being displaced. You should ask the Agency's representative to tell you about the specific services that will be available to help you and your family.

### **What Is a Payment For Actual Reasonable Moving and Related Expenses?**

You may choose to receive a relocation payment to cover the reasonable cost of your move. If you choose a Payment for Actual Reasonable Moving and Related Expenses, you may include in your claim the reasonable and necessary costs for:

- Transportation for you and your family
- Packing, moving and unpacking your household goods
- Disconnecting and reconnecting household appliances and other personal property (e.g., telephone and cable TV)
- Storage of household goods, as may be necessary and at the discretion of the Agency
- Insurance for the replacement value of your property during the move and necessary storage (if necessary)

The Agency's representative will explain all eligible moving costs, as well as those which are not eligible. You must be able to account for any costs that you incur, so keep all your receipts. Select your mover with care. The Agency's representative can help you select a reliable and reputable mover.

You may elect to pay your moving costs yourself and be repaid by the Agency or, if you prefer, you may have the Agency pay the mover. In either case, let the Agency's representative know before you move.

### **What Is A Fixed Moving Expense And Dislocation Allowance?**

If you choose a Fixed Moving Expense and Dislocation Allowance, you will receive an allowance which is based on the number of rooms in your home or the number of rooms of furniture you will be moving, as shown on a schedule. The Agency's representative has a copy of the schedule and will help you decide whether choosing this allowance is in your best interest.

If you do not have a large amount of personal property to move, this payment should be more advantageous. No special documentation is required to support your claim. You need only move your personal property and complete the appropriate claim form in order to receive your payment.

### **How Much Rental Assistance Will I Receive?**

You may be eligible to receive Rental Assistance for a 42-month period. The assistance is computed in the following manner:

The assistance needed for one month is determined by subtracting the "base monthly rent" for your present home from the cost of rent and utilities for your new home (or a comparable replacement home, if that cost is lower). That monthly need, if any, is multiplied by 42, to determine the total amount that you will receive. This amount will be paid directly to you. The Agency must provide the assistance in monthly installments or other periodic payments. Generally, the base monthly rent

for your present home is the lesser of: (1) the monthly rent and average monthly cost for utilities, or (2) thirty (30) percent of your average monthly gross household income, if you are low-income based on HUD income limits.

To qualify for rental assistance, you must rent and occupy a decent, safe, and sanitary home within one year after the date you move. However, the Agency will extend this period for good cause.

### **If I Decide to Buy, Rather Than Rent, How Much Assistance Will I Receive?**

If you buy a replacement home, you may be eligible for assistance to make a down payment equal to the amount you would receive if you rented a comparable replacement home. A down payment assistance payment will be paid in a lump sum.

### **Must I File A Claim To Obtain A Relocation Payment?**

Yes. You must file a claim for each relocation payment. The Agency will prepare the required claim form and explain the type of documentation that you must submit in order to receive the payment.

If you must pay any relocation expenses before you move (e.g., a security deposit when you sign a lease for your new home), discuss your financial needs with the Agency's representative. While refundable deposits are not covered, you may be able to obtain an advance payment to meet these costs. An advance payment may be placed in "escrow" or paid directly to a contractor to ensure that the move will be completed on a timely basis.

You must file your claim within 18 months after the date you move. However, it is to your advantage to file as soon as possible after you move. The sooner you submit your claim, the sooner it can be processed and paid. This period may be extended at the Agency's discretion, for good cause.

Be careful not to confuse this 18-month period with the 12-month period within which you must rent (or buy) and occupy a replacement dwelling in order to be eligible for a replacement housing payment.

You will be paid promptly after you file an acceptable claim. If there is any question regarding your right to a relocation payment or the amount of the payment, you will be notified, in writing, of the problem and the action you may take to resolve the matter.

### **Will I Have To Pay Rent To The Agency Before I Move?**

If the Agency acquires the property in which you live, you may be required to pay a fair rent to the Agency for the period between the acquisition of the property and the date that you move. Such rent will not exceed the market rent for comparable properties in the area.

### **Do I Have To Pay Federal Income Taxes On My Relocation Payments?**

No. Section 216 of the Uniform Relocation Act states that you do not need to report relocation payments as part of your gross income for Federal tax purposes. For information on State or local income taxes, you should check with the State or local income tax office in your area or with your personal tax advisor.

### **What If I Don't Receive The Required Assistance? Can I Appeal?**

If you disagree with the Agency's decision as to your right to relocation assistance or the amount of a payment, or the adequacy of the housing to which you have been referred, you may appeal the decision to the Agency.

The Agency's representative will inform you of its appeal procedures. At a minimum, you will have 60 days to file your appeal with the Agency after you receive written notification of the Agency's determination on your claim. Your appeal must be in writing. However, if you need help, the Agency's representative will assist you in preparing your appeal.

### **I Have More Questions. Who Will Answer Them?**

If you have further questions after reading this booklet, contact the Agency's representative to discuss your concerns at:

**California Property Specialists, Inc**  
**27782 Vista Del Lago, #C29**  
**Mission Viejo, CA 92692**  
**(714) 550-4628**

# NOTICE OF ELIGIBILITY HOMEOWNER

# EXHIBIT E

|   |
|---|
| <b>NOTICE OF ELIGIBILITY</b><br><b>180 Day Owner Occupant</b> |
|---|

Date

Name

Address

Hemet, CA 92543

**Subject: Replacement Housing Payment**

The County of Riverside Economic Development Agency (“Agency”) presented to you an offer to purchase your dwelling located at: (address) for \$00. The offer was presented to you by California Property Specialists, Inc. (“CPSI”), the Agency’s representative. As the owner occupant of the displacement dwelling you may be eligible to claim a replacement housing payment (RHP) of up to \$0.00 plus compensable incidental costs. In order to claim the RHP, you must purchase a replacement dwelling of \$00 or more. See table below for RHP comparable calculations and determination:

|                     | SUBJECT PROPERTY | COMPARABLE #1 | COMPARABLE #2 | COMPARABLE #3 |
|---------------------|------------------|---------------|---------------|---------------|
| ADDRESS             |                  |               |               |               |
| BUILDING S.F.       |                  |               |               |               |
| LOT S.F.            |                  |               |               |               |
| YEAR BUILT/AGE      |                  |               |               |               |
| CONDITION           |                  |               |               |               |
| BED / BATH          |                  |               |               |               |
| ADDITIONAL COMMENTS |                  |               |               |               |
| CHOSEN COMPARABLE   |                  |               |               |               |
| ASKING PRICE        |                  |               |               |               |

Selected Comparable Price: (amount)

Purchase Price: (amount)

Total Purchase Price Differential: (amount)

You are free to purchase any replacement dwelling of your choice to claim the RHP. However it must be inspected and approved by CPSI. The dwelling must meet the criteria of *Decent, Safe and Sanitary* conditions in accordance with the relocation guidelines.

Your total RHP will be based on the *difference* in cost of the purchase price of your actual replacement home, yet limited not to exceed the price of the comparable dwelling of **\$00**.

You may also be eligible to claim a mortgage interest rate differential based on the *increased difference* between your current mortgage interest rate and term (if any), and the new mortgage interest rate and term in compliance with the relocation guidelines.

If you decide to rent rather than purchase a replacement dwelling, you may be eligible to receive a rental assistance payment (RAP). The computation of the RAP is based on the *difference* between the market rent for your present dwelling (plus a utility allowance base), as determined by the Agency, compared to a comparable rental dwelling available on the market (plus a utility allowance base). The *difference or monthly need* is multiplied by forty-two (42) months to determine the total amount that you may receive. In order to claim this benefit the replacement dwelling must also meet the criteria of *Decent, Safe and Sanitary* and your benefit amount may not exceed the **\$0.00** determined for the purchase price differential.

In addition to these benefits you may claim a fixed moving payment or the services of a professional licensed mover. If you wish to use the services of a professional mover, please coordinate with the Agency's representative to obtain at least two (2) written estimates not to exceed fifty (50) miles from the displacement address.

***Please be advised that you have one (1) year from the later of "acquisition payment" or "vacate date" of the displacement dwelling to either purchase or rent a Decent, Safe and Sanitary dwelling. You also have up to eighteen (18) months from the later of "acquisition payment" or "vacate date" to claim any relocation funds you may have been eligible for, but have not claimed. If you go past these time frames, you may lose any benefits you were otherwise entitled to receive.***



# NOTICE OF ELIGIBILITY 90 DAY TENANT

# EXHIBIT F

## NOTICE OF ELIGIBILITY 90 DAY TENANT OCCUPANT

Date

Name

Address

Agency, State, Zip

Dear:

The County of Riverside Economic Development Agency (“Agency”) has purchased all or part of the property in which you are currently residing. As an occupant of the property, you may be entitled to certain benefits under the Relocation Assistance Program.

To carry out the project, it will be necessary for you to relocate. **However, you do not need to move now.** You will not be required to move without at least 90 days advance written notice of the date by which you must vacate. The following are relocation services and payments available:

1. Counseling and Other Relocation Advisory Services. CPSI has been retained by the Agency to provide you assistance with the relocation program.
  
2. Payment for Moving Expenses. You may choose either:
  - a. A Fixed Moving Payment of **\$00** based on the number of rooms you occupy OR,
  
  - b. A payment for Actual Reasonable Moving and Related Expenses based on the lesser of two bids for the cost of an actual move by a professional moving company.
  
3. Replacement Housing Payment. As the occupant of the property for 90 consecutive days or more preceding the date of initiation of negotiations, you may be eligible for the following benefits:
  - a. **If you RENT replacement housing.** A rental assistance payment equal to the difference between the lesser of 1) the monthly rental and estimated average monthly cost of utilities for a comparable replacement dwelling as determined by the Agency or, 2) the actual monthly rental of your replacement dwelling and

estimated average monthly cost of utilities, AND the base monthly rent during the three months immediately prior to vacation from the displacement dwelling, multiplied times 42 months. Base Monthly Rent is defined as the lesser of 1) the average monthly rent and estimated average monthly cost of utilities at the displacement dwelling or 2) thirty (30) percent of your gross monthly household income, or 3) if receiving a welfare assistance payment, the portion of such payment that is specifically designated for shelter and utilities. If you are paying little or no rent for the Agency acquired dwelling, the Rental Assistance Payment will be based on “economic rent” that is rent typically charged for a comparable unit in your area.

Failure to supply adequate income information may result in a delay or denial of benefits based on income. Rental assistance benefits are paid in a single payment or in installments, depending on the payment amount.

Based on the information you provided and the comparable dwelling, your estimated rental assistance payment is as follows:

| <b>Rental Assistance Payment Computation</b> |  |  |
|--|--|--|
| 1.   | Current Utility Allowance                                      |  |
| 2.   | Current Total Gross Monthly Household Income                   |  |
| 3.   | Ability-To-Pay Rent (30% of Line 2)                            |  |
| 4.   | Rent of Comparable Replacement Dwelling +<br>Utility Allowance |  |
| 5.   | Lower of Current Rent <b>OR</b> Ability-to-Pay                 |  |
| 6.   | Monthly Rental Need (Line 4 minus Line 5)                      |  |
| 7.   | Total 42 Month Calculation (Line 6 times 42)                   |  |
| <b>TOTAL RAP</b>                             |  |  |

\*Where household income was not available and/or insufficient income was provided, the rental assistance payment was calculated based on rent-to-rent.

- b. **If you BUY a replacement dwelling.** You may use the full amount of your rental assistance payment for a “downpayment” and incidental purchase expenses on a replacement dwelling. All amounts used as a downpayment and incidental expenses must be applied to the purchase of the replacement dwelling. Any payments made in advance will be deducted from the downpayment calculation.

Attached to this Notice of Eligibility you will find a list of comparable replacement dwellings that you may wish to consider, and listed below is the most representative comparable replacement dwelling that you may wish to consider:

|   | Address | Rent +<br>Utility Cost | Contact |
|---|---------|------------------------|---------|
| 1 |         |                        |         |
| 2 |         |                        |         |
| 3 |         |                        |         |

We believe that Unit #2 is the most representative of your present dwelling. Based on the information you provided us about your income, you may be eligible for a rental assistance payment as calculated in above. If you rent a decent, safe and sanitary dwelling where the monthly rent and average estimated utility costs are less than \$00, your rental assistance payment would be based on the actual cost of such dwelling.

If you decide to rent a replacement dwelling for more than the comparable dwelling, the rental assistance payment would remain the same as stated in the table above. You do not have to accept any dwelling referred to you by the Agency. You may choose your own replacement dwelling, but it must be decent, safe and sanitary.

To avoid jeopardizing your relocation benefits, DO NOT MOVE from your home and DO NOT CONTRACT to rent or purchase a replacement dwelling without first contacting us.

It is important to continue to pay your monthly rent. Failure to do so may jeopardize part or all of your relocation benefits.

The Relocation Assistance Program can be complex. It is important that you read and understand the matters explained in the Informational Statement for Families and Individuals that was given to you. If at any time you want assistance, please contact me at (714) 550-4628.

Sincerely,

Project Manager

# 2011 HUD INCOME LIMITS COUNTY OF RIVERSIDE EXHIBIT G

| 2011 HUD Income Limits (County of Riverside) |                                |          |          |                 |          |          |          |          |
|--|--------------------------------|----------|----------|-----------------|----------|----------|----------|----------|
| Income Category                              | Number of Persons in Household |          |          |                 |          |          |          |          |
|  | 1                              | 2        | 3        | 4               | 5        | 6        | 7        | 8        |
| Extremely Low                                | \$14,000                       | \$16,000 | \$18,000 | <b>\$20,000</b> | \$21,600 | \$23,200 | \$24,800 | \$26,400 |
| Very Low Income                              | \$23,350                       | \$26,700 | \$30,050 | <b>\$33,350</b> | \$36,050 | \$38,700 | \$41,400 | \$44,050 |
| Lower Income                                 | \$37,350                       | \$42,700 | \$48,050 | <b>\$53,350</b> | \$57,650 | \$61,900 | \$66,200 | \$70,450 |
| Median Income                                | \$43,750                       | \$50,000 | \$56,250 | <b>\$62,500</b> | \$67,500 | \$72,500 | \$77,500 | \$82,500 |
| Moderate Income                              | \$52,500                       | \$60,000 | \$67,500 | <b>\$75,000</b> | \$81,000 | \$87,000 | \$93,000 | \$99,000 |
| <b>Area Median Income</b>                    | <b>\$62,500</b>                |          |          |                 |          |          |          |          |

# 90 DAY NOTICE TO VACATE

# EXHIBIT H

Date

Name

Address

Hemet CA 92543

**Subject: Notice of Termination of Tenancy**

Dear Tenant and all other parties in possession:

You presently occupy the property at (address) in Hemet (“Premises”) from the County of Riverside Economic Development Agency (“Agency”). You are hereby notified that the Agency finds it necessary to terminate your tenancy. Your tenancy is terminated effective (date), which is at least ninety (90) days after the date of this notice. This notice is the legally required 90 day notice of termination of tenancy. No additional notices will be sent.

You are required to vacate and deliver up possession of the Premises to the Agency on or before (date). Failure to vacate and deliver up possession of the Premises to the Agency on or before that date may result in the commencement of legal proceedings to evict you and to recover damages.

Your obligation to pay rent in advance continues until the date of termination. The amount of any excess prepaid rent will be refunded to you, should you vacate the Premises prior to the last day of the month.

During this period, we will continue to work with you to provide relocation assistance and answer any questions you may have. I may be reached at (phone number)

Sincerely,

Name

**PUBLIC COMMENT AND  
WRITTEN RESPONSE**